

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
19-256A

OPENING DATE:
21-May-2019

CLOSING DATE:
5-Jun-2019

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
PRODUCTION CONTROLLER (CONSTRUCTION), D2142000, GS-1152-09, E-7/MSgt, MPCN: 01076691L

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
3EXXX

ASVAB:
G-44

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position subject to rotating shifts, weekends and holidays.

NOTE: Must possess AFSC 3EXXX.

NOTE: Must possess or qualify for a Secret Clearance.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of the production methods, procedures, equipment, materials, and personnel skills available to accomplish projects that are generally of a recurring nature and to develop information necessary for control of a complex program such as: multi-shop long term scheduling, developing plans and specifications and multi-trade material list for phasing of complex long-term facility repair and construction projects.
 2. Ability to serve as the focal point for automated work control and supply programs within CES or throughout the installation.
 3. Ability to coordinate training/work schedules for state and Federal employees, and Traditional Guard personnel with the logistics Management Specialist or the Unit Training Manager in order to maximize training opportunities.
 4. Ability to establish the Unit Training Assembly (UTA) work/training schedule based on input from other functional areas and conduct training for all other network users of the existing CE ANG approved Computerized Maintenance Management System
 5. Ability to manage Civil Engineering equipment/material accounts through a sophisticated Integrated Engineering Management computer system.
 6. Skills in creating requisitions of all materials, equipment, and services necessary to support CE functions, to include self-help projects.
 7. Ability to perform a variety of State and Federal purchasing agent functions to procure CE specific items through use of the Government Purchase Card (GPC) program and other supply channels to accomplish all-inclusive Operations and Maintenance (O&M) purchases.
 8. Ability to coordinate and direct periodic inspections of Real Property and Real Property Installed Equipment (RPIE) Inventory data must reflect conditions, amount, type, and descriptions of all facilities and RPIE.
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9. Ability to formulate and administer the Recurring Maintenance Program (RMP) and to recognize the requirement to add recurring maintenance activities to the existing workflow as newer and highly technical systems are established through new construction.

10. Ability to coordinate maintenance schedules with construction contractors and the base maintenance force. Scheduling complexity is increased due to the age of ANG facilities and systems, which are kept in service beyond their normal life cycle.

SPECIALIZED EXPERIENCE: Must have at least 36 months experience, education or training preparing job or work orders; scheduling various phases of projects into the production facility; following up to see if work is progressing as planned and arranging for adjustments in materials, machine processes, and work sequencing allowing for changes. Experience with current automation support programs to input data, provide status of equipment, and monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.

BRIEF JOB DESCRIPTION: This position is located at the 161st Air Refueling Wing, Phoenix Arizona. The primary purpose of this position is to provide a Production Control activity to validate, plan, estimate, schedule and expedite work through the efficient use of personnel and material, supporting all assigned facilities and Real Property Installed Equipment (RPIE) for Civil Engineer (CE) functions on the installation or assigned Geographical Separated Units and to manage deployment and logistical (supply) assets of the CES to ensure productive and effective utilization of material funding and requirements for all Civil Engineering tasks and responsibilities. Receives and reviews all work requests (oral and written) for validity, accuracy, and feasibility. Ensures proper coordination with outside organizations such as safety, fire, security, communications, occupational health, and environmental. Serves as the focal point for automated work control and supply programs within CES or throughout the installation. Ensures fiscal responsibility by establishing job/work orders under the correct organizational funding codes. Establishes and operates the customer service center. In conjunction with the Facility Manager, coordinates and directs periodic inspections of Real Property and Real Property Installed Equipment (RPIE) Inventory data must reflect conditions, amount, type, and descriptions of all facilities and RPIE. Supervises assigned staff so as to assign, direct, and review work of subordinates. Establishes and operates the CES Command Control Center during normal, contingency, and emergency operations. Establishes and maintains facility and construction folders to include records of all significant maintenance and improvements that have and have not been capitalized. Establishes and maintains facility and construction folders to include records of all significant maintenance and improvements that have and have not been capitalized. Initiates, monitors, and administers contracts, within delegated authority. Manages CES mobility equipment and supply programs and provides training to drill status guardsmen in accomplishment of these tasks. Manages Civil Engineering equipment/material accounts through a sophisticated Integrated Engineering Management computer system. Coordinates training/work schedules for contractors, state and Federal employees, and Traditional Guard personnel with the logistics Management Specialist or the Unit Training Manager in order to maximize training opportunities. Performs vehicle control responsibilities. Performs other duties as assigned.

SELECTING OFFICIAL: SMSgt Alberto Murietta, 602-302-9272, adalberto.murietta.mil@mail.mil
